

Located on the Second Floor of the Town Hall, Room 32

Phone: 781-762-1240

Fax: 781-762-0954

Office Hours: Monday - Friday 8:00 - 4:00

Thomas J. McQuaid, Town Clerk & Accountant x151

Peggy Flaherty, Assistant Town Accountant x156

MaryLou Folan, Assistant Town Clerk x152

**Email: accountant@norwoodma.gov
clerk@norwoodma.gov**

□ Town Clerk

- **Process all vital records received in office: Births, Deaths & Marriages**
 - **Issue Raffles & Bazaar Permits, Business Certificates, Dog Licenses**
 - **Voter Registration**
 - **Oversee and prepare for all Elections held in the Town**
 - **Conducts Annual Town Census and prepares Street List of Residents**
 - **Mail all Town Meeting information to Town Meeting Members**
 - **Administers the oath of office to all elected and appointed members of local committees and boards.**
 - **Submit by-laws and zoning ordinances to the Attorney General for approval**
 - **Prepare Cemetery Deeds and Perpetual Care Documents**
 - **Prepare all information for Annual Report from Town Meetings and Elections held throughout the year.**
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Town Account

The Accounting function includes the weekly town-wide Accounts Payable and Payroll process, including processing all invoices and payrolls, creating and submitting warrants for approval. General Ledger accounts are analyzed and reconciled. The department files quarterly payroll reports, assists in creating W2s and 1099s, and files the annual Schedule A and free cash certification request. The Department also assists with the annual audit and maintains fixed asset records:

- **Prepares monthly budget balances for Department Head review.**
- **Reconciles Cash and Receivables quarterly to the Treasurers Office.**
- **Reconciles utilities accounts to the Light Department.**
- **Reviews receipt reports**
- **Maintains fixed Asset records, Debt Schedules and contracts town-wide.**

The Budget function includes co-coordinating the annual budget process for the Town, preparing the budget book for the departments reporting to the Board of Selectmen, assisting all departments in the budget preparation, and inputting final budgets into the financial system. Budget instructions and Advisory Committee budget guidelines are communicated to the other departments. The department analyzes data and maintains statistics necessary to long range planning and helps departments monitor spending against budget during the year. The Department retains contracts, monitors contract spending and assists in the purchasing RFP processes.

Voter Registration Steps

Daily registration of voters is conducted at the Town Clerk's office, Monday - Friday from 8:00 a.m. to 4:00 p.m.

A mail-in registration form is available at the Norwood Morrill Memorial Library and the Norwood Post Office or you can call the Town Clerk's Office and give us your address and we can mail a mail-in registration form to you. Also you can obtain a mail-in registration form from any Town Clerk's Office in Massachusetts.

Qualifications to register to vote are that the applicants must be 18 years old on or before election day and must either be born in the United States or be a Naturalized Citizen.

[Town Meeting Members 2015 - 2016](#)

Special Town Meeting & Special Town Meetings are held at Norwood High School

Voting Locations

District 1

Oldham School

Prospect Street

District 2

Oldham School

Prospect Street

District 3

Civic Center

Nahatan Street

District 4

Cleveland School

Nichols Street

District 5

Civic Center

Nahatan Street

District 6

Balch School

Washington St.

District 7

Balch School

Washington St.

District 8

Callahan School

Garfield Avenue

District 9

Prescott School

Richland Road

[Precinct-MAP 2010](#)

☐ Election Information



[Presidential Primary Unofficial Results-3-1-16](#)

**Instructions for applying for a certified copy of a birth, death,
or marriage certificate**

**Obtain a copy at the Town Clerk's Office, Room 32, Norwood
Town Hall**

Monday - Friday 8:00 am to 4:00 pm

\$10.00 per copy

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Request by Mail

Birth Certificate:

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Send a request through the mail - include name, date of birth, parent's names, and a daytime phone number.

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If the parents were not married at the time of Birth, then a Picture ID with a signature must be submitted with the request. Picture ID with a signature must be of Mother, Father (if listed on Birth Certificate), or child.

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Enclose a Self-addressed stamped Business size envelope.

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Enclose \$10.00 Cash or Bank Check/Money Order made payable to the Town of Norwood

**(NO PERSONAL CHECKS OR OUT OF STATE CHECKS
ACCEPTED THROUGH THE MAIL)**

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Mail request to:

- **Town Clerk's Office**
- **P.O. Box 40**
- **Norwood, MA 02062**

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Marriage Certificate:

Same as above, include names of both parties and date of marriage.

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Death Certificate:

Same as above, include name of decedent and date of death.

INSTRUCTIONS FOR APPLYING FOR A MARRIAGE LICENSE

1. Both parties need to be together to apply.

2. There is a 3 day waiting period, to pick up the license, not including the day you apply on.

RE: if you come in on Monday, you cannot pick up license until Thursday, if you come in on Wed. you cannot pick up license until Monday.

3. License is good for 60 Days from date of applying.

4. \$30 Fee

5. Parties do not have to be together when they come in to pick

up the license. Preferably we like one of the parties to come in when marriage Certificate is issued, they need to proof the certificate to make sure all information is correct from the intention.

6. ☐ Need to complete 3 forms:

- ☐ Marriage Intention form**
- ☐ Social Security Form**
- ☐ Worksheet Form**

☐ Information needed on worksheet

- ☐ Date of Marriage**
- ☐ Where the marriage will take place**
- ☐ Who is going to perform the ceremony, RE: JP, Priest, Minister**

7. If the ☐ Officiant ☐ that is going to perform the Ceremony is from out of State, he/she must apply for a Commission from the Secretary of State's Commission Division in Boston. A ceremony cannot be performed without this commission. The Commission is returned with the marriage certificate and kept with the Marriage Certificate on file.

8. If parties cannot make the 3 day waiting period: □ (RE: they come in on a Friday to apply and they are getting married on Saturday,) they must go to Probate Court and apply for a court waiver to waive the 3 day waiting period. Need to come to Town Clerks Office first and fill out paper work and then go to court to request the waiver, then bring the waiver back to the Town Clerkâ€™s Office and the Marriage Certificate can be issued. The court waiver stays on file with the intention in the Town Clerks Office.

Beverly Ann Bonner
835 Neponset Street, Norwood

781-255-1996

Paul Eysie
871 Washington Street, Norwood

66 Walpole Street, Norwood

Joseph Fitzgerald
211 Central Street A301, Norwood

617-872-6525

781-762-8532

Michele Mullen
6 Kent Road, Norwood

781-603-6286

Phyllis Spiro
92 Yarmouth Road, Norwood

781-769-1811

CLASS	DESCRIPTION	PRICE
ADULT	Admission Birth, Death, Marriage, Divorce	\$20.00
ADULT	Certified Copy of Birth Certificate	\$10.00
ADULT	Certified Copy of Death Certificate	\$10.00
ADULT	Certified Copy of Marriage Certificate	\$10.00
DOG1	Dog Licenses Male & Female	\$20.00
DOG2	Dog Licenses Spayed & Neutered	\$15.00

DOG3 Dog Kennel (1 to 3 Dogs) \$25.00

DOG4 Dog Kennel (4 to 10 Dogs) \$50.00

DOG5